



**TOWN OF ISLIP  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
DIVISION OF BUILDING**

One Manittan Court, Islip, New York 11751

Administration.....631-224-5464	Records/Inspections...631-224-5470
Permits.....631-224-5466	Zoning.....631-224-5438
Plans Examiner.....631-224-5467	

**BUILDING & PLUMBING INSPECTION PROCESS**

Applicant is responsible for ensuring that all inspections are scheduled with at least 48 hours' notice (may vary). Work performed must be in conformance with the approved plans. Any modification to the approved plans must be approved prior to construction. Below is a general guideline of inspections that may be required; the Building Inspector will advise if additional inspections are required.

Please call the Records Department to schedule all building and plumbing inspections; an owner's representative must be on site for all inspections.

Construction must be done as per the approved drawings, and each element inspected prior to being concealed; failure to comply may result in the need for destructive testing. Please speak to the Inspector if you have any questions.

**PRECONSTRUCTION MEETING:** If a preconstruction is warranted, please ensure all trades are aware of their responsibilities prior to the meeting. To schedule a meeting, please contact the Records Department.

**FOUNDATION INSPECTIONS:**

**Foundation # 1 (Pre-pour Inspection):** Contractor/Surveyor is responsible for verifying placement of footings and foundations as per the approved construction plans.

- Conventional Pour: Footings formed on virgin soil, rebar set, and if applicable, rebar pinned to an existing foundation.
- Trench Pour/Open Excavation: 12" wide trench dug a minimum of 36" below grade on virgin soil and rebar set (if applicable)
- Pile Foundation: Piles installed, pile caps formed, rebar set.
- Slab: All slabs require a pre-slab inspection prior to placement of concrete. Discuss with a building inspector prior to construction.

**Foundation # 2 (Foundation Walls, if applicable):** Inspection to take place prior to pouring concrete. (Foundation 2 is not applicable if walls are designed without rebar - walls can be poured, and next inspection is Foundation 3.)

**Foundation # 3 (Concrete Inspection):** After footings, foundations and walls are poured but prior to backfilling, an inspection is required to confirm anchor bolts are in place, damp-proofing applied and perimeter insulation in place (if required).

**Foundation # 4 (Foundation As-Built Survey / Certification):** Prior to backfilling, an as-built foundation survey and certification is required for all new buildings, house lifts and additions exceeding 50% of the existing footprint. The Registered Design Professional must certify that the height and location of the structure conforms with the approved construction documents and site plan (or plot plan). The signed/sealed certification and survey should be emailed to the Building Inspector for approval. If the as-built does not match the approved plans, a permit revision may be required.

**PLUMBING UNDERGROUND (if applicable):** Pipes must be exposed and pass inspection prior to backfill. Plumber should discuss requirements with a plumbing inspector prior to construction.

**STRAPPING (exterior):** Inspection to be scheduled after the structure is framed, sheathed and windows are installed. Roofing can be, but is not required to be, installed. Ridge strapping to be verified. No housewrap (i.e. Tyvek) can be installed until all above components have passed inspection. If strapping is to be installed under sheathing, a separate sheathing inspection will be required.

**STRUCTURAL (final framing inspection):** All framing and rough-in work must be complete (HVAC, plumbing, electric, etc.) prior to inspection; temporary stairs are acceptable. Fire caulking must be complete on commercial jobs prior to final framing inspection.

**PLUMBING ROUGH-IN:** Inspection shall take place prior to the installation of any insulation or concealing and shall include a water test / pressure test for all waste and vent lines. All rough HVAC, if applicable, must be complete.

**INSULATION:** Insulation cannot be installed until all rough-in inspections have passed, including framing, plumbing and HVAC. Insulation must be installed as per the approved Res-Check, and the exterior must be 100% sided. Fire caulking must be complete.

**PLUMBING FINAL:** All plumbing complete, fixtures installed and operable.

**CONSTRUCTION FINAL:** A final construction inspection will take place after the project is completed, including exterior grading.

Additional fees may be charged for failed inspections, missed inspections or construction done without inspections. Independent Inspections / Certifications, if pre-approved by the Chief Building Inspector, must be done by a New York State Licensed Design Professional or Professional Engineer.

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***Engineering Inspections*** - please refer to the *Engineering Inspection Process* handout for their requirements.

***Fire Prevention Inspections*** - please contact Fire Prevention at 631-224-5477 for their requirements.



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